

# BERMAGUI PRESCHOOL



## 2.01 Policy Development and Review

### Written By

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### Aim

- To develop policies that are relevant, concise and user friendly
- To review policies on a regular basis and update where necessary
- To ensure procedures are clearly stated and easy to follow

### Implementation

- Identify policies that need development
- Identify policies that are due for revision
- Inform all stakeholders (Teachers, Educators, Families, Children and relevant members of the broader community) of the decision to review or develop a policy and the timeframe that has been set.
- Prepare questionnaires, surveys etc to gather input from stakeholders when necessary.
- Participate in formal and informal discussions with stakeholders to gain more insight into their ideas. This may include providing information in newsletters, in social media, at staff and Board meetings and/ or displaying and making available policies for viewing, including online on the Bermagui Preschool website at [www.bermaguipreschool.com.au](http://www.bermaguipreschool.com.au).
- Input may be provided verbally to staff, written or emailed to [bermikids@hotmail.com](mailto:bermikids@hotmail.com).
- Collate all the input and draw up a draft policy
- Distribute the draft policy to the stakeholders and request their feedback.
- Prepare a second draft and present to the Bermagui Preschool Board of Directors
- Revise if necessary
- Print and include in all policy folders. Update Policy and Procedure Content Page in all policy folders.

### Relevant Legislation

Education and Care Services National Regulations (2011)  
National Quality Standard (2010)

### Resources & References

Education and Care Services National Regulations (2011)  
National Quality Standard (2010)  
Being, Belonging and Becoming: The Early Years Framework for Australia (2009)  
Early Childhood Australia's Code of Ethics  
Bermagui Preschool Policies

### Relevant Documentation

7.15 Notification of Changes to Policies and Procedures

### Date Adopted:

August 2020

### Review Date:

August 2023